

FIG. 1A

meeting management / my meetings / overview [HELP](#)

rfb budget events

196 [Meeting Status](#)

[Save this meeting](#) [Delete this meeting](#)

RFP: [Create](#) Budget: [Draft](#) Event Manager: [Draft](#) Meeting: [Pending](#) Contracted:

**meeting info**

198 Meeting Name\*: **National Sales Meeting**

Start Date\*: 07/20/2001 [cal](#)

Attendees\*: 200

Meeting Type: Facility

End Date\*: 07/25/2001 [cal](#)

Estimated Room Nights\*: 5

Audience: Estimated Peak Night: 210

Destination: 210

208 [select](#)

206

210

212 [Meeting Description\\*](#): This meeting is a gathering of our Sales force from across the globe.

214

**company data**

216 Meeting Requestor\*: Chris Smith

Division: Sales

Department: International Sales

City:

County:

Sponsor Organization: sponsor.org [spons](#) [spons request](#)

Accounting Code:

Region: Select a Region

State:

Global Region:

218

**mms defined fields**

1. Meeting Approval Code:

2. Facility Contracted Date:

3. Meeting ID#:

[Save this meeting](#) [Delete this meeting](#)

\* Denotes Required Field

FIG. 1B

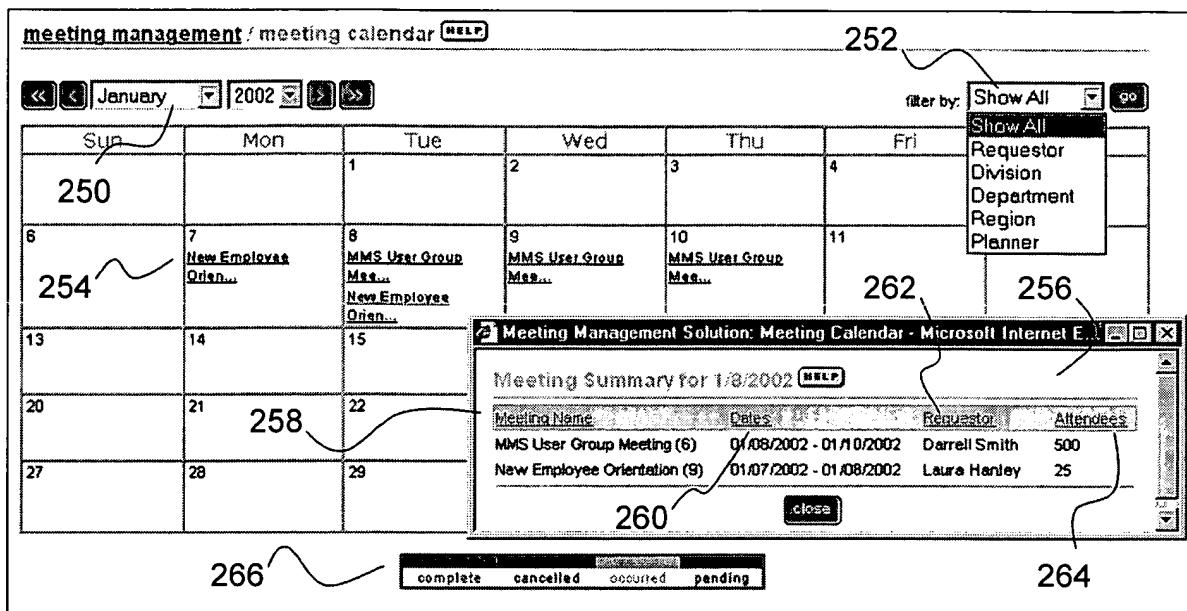


FIG. 1C

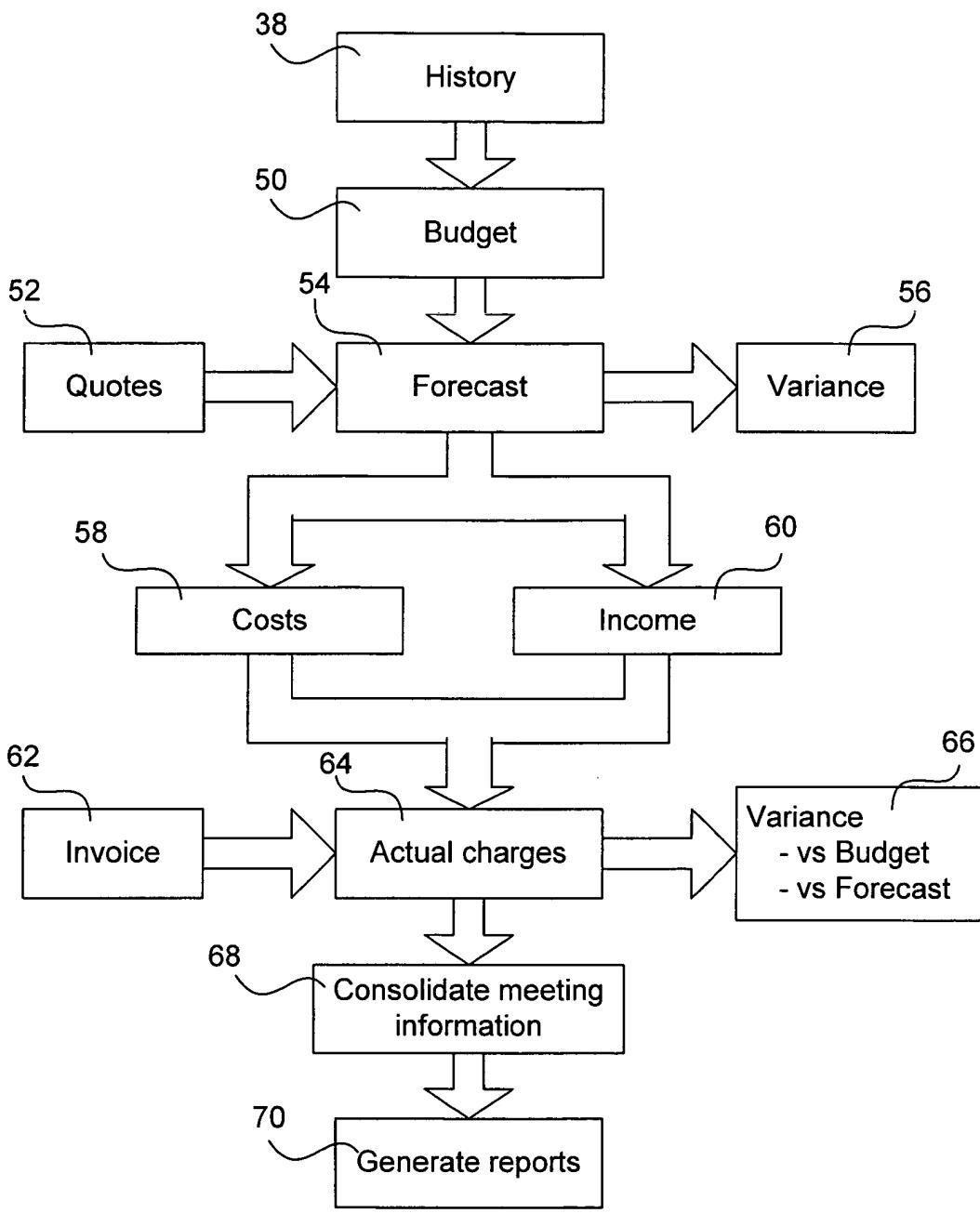


FIG. 2A

230 234 232 236 238 240 242 244 248

**meeting management / my meetings / overview / budget / detail [HELP] [Save]**

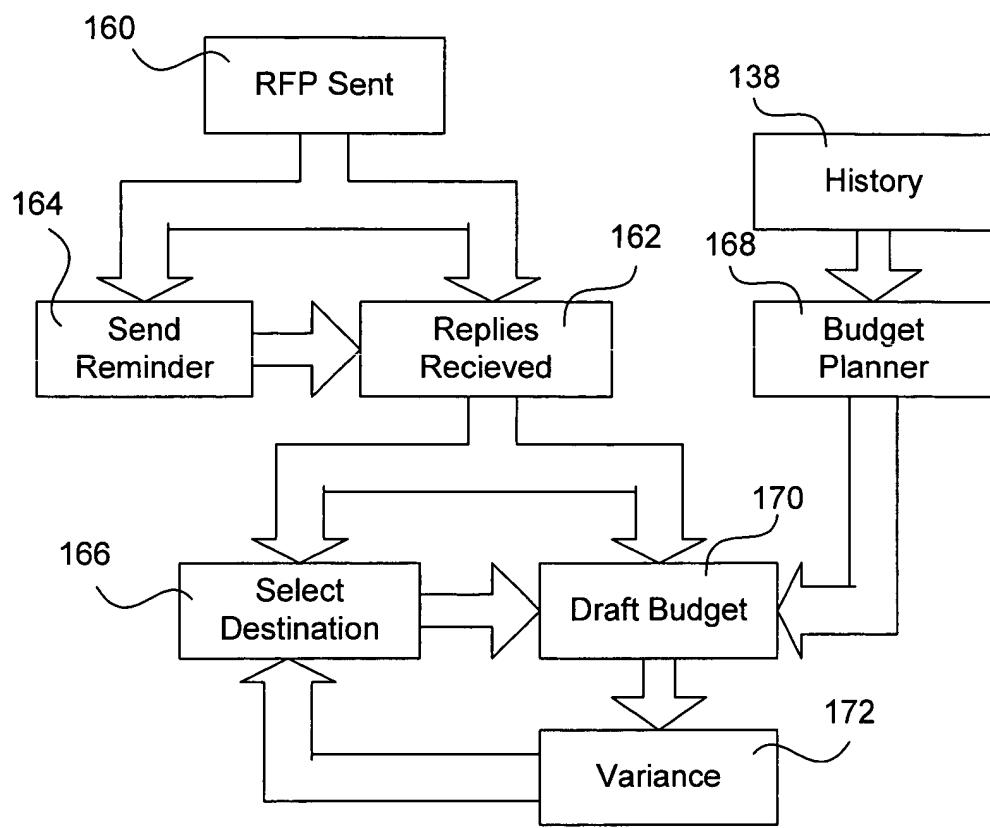
Meeting Name: Employee Orientation - Eas... Dates: 07/19/2001 - 07/25/2001 Property: Latham Hotel

sort by **default**  budget details: 1 to 8 of 8 pages: 1

category	supplier	forecasted	actual	notes	reconciled
Food & Beverage	Latham Hotel <input type="button" value="select"/>	\$ 0.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Room Rental	Latham Hotel <input type="button" value="select"/>	\$ 0.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
AV Equipment	KVL Audio Visual - DC - Regional Office	\$ 450.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
AV Equipment	Latham Hotel	\$ 300.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Amenities & Entertainment	Latham Hotel <input type="button" value="select"/>	\$ 0.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Room Setup	Latham Hotel <input type="button" value="select"/>	\$ 0.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Misc1	Latham Hotel <input type="button" value="select"/>	\$ 0.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Misc2	Latham Hotel <input type="button" value="select"/>	\$ 0.00	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>

**246**

FIG. 2B



**FIG. 3**

Report	Source of information	Used by
Meeting History 80 82 84 86	<ul style="list-style-type: none"> <li>Actual charges</li> <li>Income</li> <li>Attendance</li> </ul>	<ul style="list-style-type: none"> <li>Meeting planner</li> <li>Manager</li> </ul> 88 89 94 95
Meeting costs by supplier 90	Actual charges 92	<ul style="list-style-type: none"> <li>Manager</li> <li>Meeting planner</li> </ul> 96 98 100
Meeting costs by cost category 96	Actual charges 98	Manager 102 106
Income by income category 102 108	Income 104	Manager 110 116
Meeting comparison 112 114	<ul style="list-style-type: none"> <li>Actual charges</li> <li>Income</li> <li>Attendance</li> </ul>	Manager 118 122
Destination cost 124	Actual charges 120	Manager 128
Destination income 130	Income 126	Manager 134
Destination attendance 136	Attendance 132	Manager 140 146
Planner performance 138 140 142 144	<ul style="list-style-type: none"> <li>Attendance</li> <li>Income</li> <li>Actual Charges</li> <li>Budget</li> </ul>	Manager 148 150 156
<ul style="list-style-type: none"> <li>Schedule of Events</li> <li>Resume</li> </ul> 154	<ul style="list-style-type: none"> <li>Events</li> <li>Resources required</li> </ul> 152	Meeting planner

FIG. 3